



AIMS A Science 2016

Test Coordinator Manual

A grayscale photograph of a desert landscape serves as the background for the lower half of the page. It shows a rocky foreground with several large, smooth, light-colored boulders. In the background, there are tall, thin grasses and some low-lying desert shrubs under a bright sky.

Arizona's Instrument to Measure Standards

Alternate - Science

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Federal Guidance

Arizona's Instrument to Measure Standards Alternate for Science (AIMS A Science) is an alternate assessment based on alternate achievement standards that was specifically developed to assess students with significant cognitive disabilities (SCD) as prescribed by Title I of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities in Education Act (IDEA). AIMS A Science measures student ability on grade-level alternate academic standards; these standards are based on the Arizona Academic Standards, however, the breadth, depth, and complexity has been reduced as delineated in federal laws covering this population (NCLB, 2001 and IDEA, 2004).

IDEA and Title I of the ESEA require inclusion of all students with disabilities in the State assessment system. Title I further requires that the assessment results for all students be used for system accountability to ensure that the best education possible is provided to all students (Improving the Academic Achievement of the Disadvantaged, 2007).

Eligible students are assessed yearly in the grades and subjects as listed below.

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
Science		X				X		X

Eligibility Requirements

AIMS A Science is for students with significant cognitive disabilities. The administration of the test is not based solely on the student's disability category. It is based on specific criteria which must be met. The eligibility form is shown in the next few pages. This form should be discussed and documented yearly at the IEP team meetings. It is located on the ADE, Alternate Assessment webpage at

<http://www.azed.gov/assessment/aims-a/>.

In order to be considered for AIMS A Science, students must meet all three of the criteria below.

1. Evidence of Significant Cognitive Disability: Disability is determined by empirical evidence (formal testing results, multidisciplinary evaluation team results, etc.).
2. Intensity of instruction: It is difficult for the student to acquire, maintain, generalize, and apply academic skills across environments even with extensive/intensive, pervasive, frequent and individualized instruction in multiple settings.
3. Curricular Outcomes: Goals and objectives in the student's IEP focus on enrolled grade level Alternate Arizona Academic Standards in science and grade level Arizona College and Career Ready Standards for ELA and mathematics.

Teams should pay special attention to the first criterion in the AIMS A Science eligibility. It is critical that students who are being considered either receive special services for intellectual disabilities or function like a student with intellectual disabilities. Those students with specific learning disabilities, who are being considered, must also function like a student with intellectual disabilities; evidence of achievement and adaptive behavior scale scores for these students must also reflect scores in the range of intellectual disabilities.

Part I: AIMS A Science Eligibility Requirements

In order to be considered for AIMS A Science, students must meet **all** three of the following criteria in all content areas:

Mathematics, Reading, and Science (Science is **only** for grades 4, 8 and 10).

1. Evidence of a Significant Cognitive Disability

Empirical evidence (formal testing results, multidisciplinary evaluation team results, etc.) of a significant cognitive disability prevents the acquisition of the grade-level Arizona College and Career Ready Standards. Please note that students with learning disabilities who have overall intellectual and/or adaptive behavior abilities within the average range are **not** students with *most significant cognitive disabilities*. The student functions *like* a student with an intellectual disability (ID) across *all* areas: commensurate abilities in mathematics, reading, *and* writing, adaptive behavior scores, and measures of intellectual abilities.

Check disability category:

- | | | |
|---|--|--|
| <input type="checkbox"/> MIID | <input type="checkbox"/> MOID | <input type="checkbox"/> SID |
| <input type="checkbox"/> MD with ID component | <input type="checkbox"/> MDSSI with ID component | <input type="checkbox"/> TBI with ID component |
| <input type="checkbox"/> Autism with ID component | <input type="checkbox"/> Other _____ | |

Example 1: An eighth-grade student functioning at second-grade level in reading and writing and at fourth-grade level in mathematics does *not* qualify under criteria 1.

Example 2: A tenth-grade student functioning at the second-grade level in mathematics, reading, and writing, *does* qualify under criteria 1.

The student meets the *Evidence of a SCD* criterion for AIMS A Science eligibility.

- ☐ Yes ☐ No

2. Curricular Outcomes

The student has access to high-quality instruction based on *Alternate Academic Standards* (science) and alternate achievement standards (ELA, mathematics, writing).

The student's IEP goals and objectives focus on enrolled grade-level *Alternate Academic Standards* (science) and grade-level academic standards (ELA, mathematics, writing).

The student meets the *Curricular Outcomes* criterion for AIMS A Science eligibility.

- ☐ Yes ☐ No

3. Intensity of Instruction

Is extremely difficult for the student to acquire, maintain, generalize, and apply academic skills across environments, even with high-quality extensive/intensive, pervasive, frequent, and individualized instruction in multiple settings in all content areas tested.

The student meets the *Intensity of Instruction* criterion for AIMS A Science eligibility.

- ☐ Yes ☐ No

The student is eligible for AIMS A Science.

- ☐ **Yes** (All responses above are marked **Yes**.)
- ☐ **No** (Any response above is marked **No** and student must participate in AIMS Science.)

Parent Notification Alternate Assessment Participation

Following IEP team review of participation guidelines, the student is eligible for and will participate in the following assessments:

NCSC Alternate Assessment (ELA/Math) and/or AIMS A Science

☐ Yes

☐ No (*student will participate in statewide achievement test*)

Potential Consequences:

Are there any effects or local policies that would preclude completion requirements for a regular high school diploma for the child participating in testing?

☐ Yes

☐ No

If yes, explain: _____

Each of us agrees with the alternate assessment participation decisions indicated above.

Parent(s)/Guardian: _____ Date: _____

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Testing Timeline

AIMS A Science must be administered according to the designated timeline. All school districts and charters must adhere to the timelines as noted. If there are any changes in the AIMS A timeline, notification will be sent to all Test Coordinators and posted on the ADE website www.azed.gov.

AIMS A Science 2016 Administration Timeline	
Task	Time Frame
Complete AIMS A Science Training- (AIMS A Science Test only)	November 2015
Submit List of TAs Administering the AIMS A Science Test	November – December 2015
Submit No Response Option Form	December 2015
Identify Eligible Students in Student Selector Application	January 5 – January 31, 2016
Administer AIMS A Science	February 15 – March 31, 2016
Submit Final Data Closeout	April 1 – April 15, 2016
1% Cap Appeals	June 2016
Receive Student Reports	June 2016

If date falls on a weekend, the closing date would be extended to the following Monday.

Responsibilities

The Test Coordinator has the ultimate responsibility for AIMS A Science testing. A new *Test Coordinator Change of Information Form* needs to be completed, signed, and emailed each year to the ADE, Assessment Unit regardless if the Test Coordinator is the same as the previous year or is new. The form can be located on the ADE, Alternate Assessment webpage under the Forms and Manuals tab.

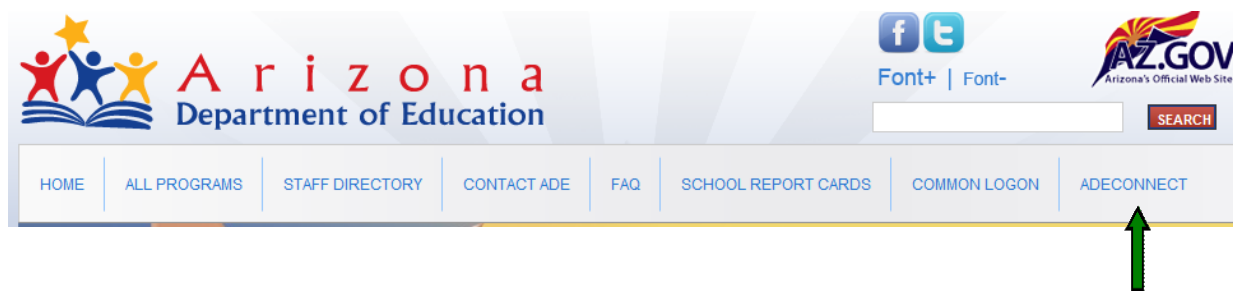
AIMS A Online Training

The Test Coordinator must complete a mandatory online AIMS A Science training. The online training has to be completed in order for the Test Coordinator to have access to the AIMS A Science Application. Access to the training will be provided to each Test Coordinator by the ADE, Alternate Assessment Unit.

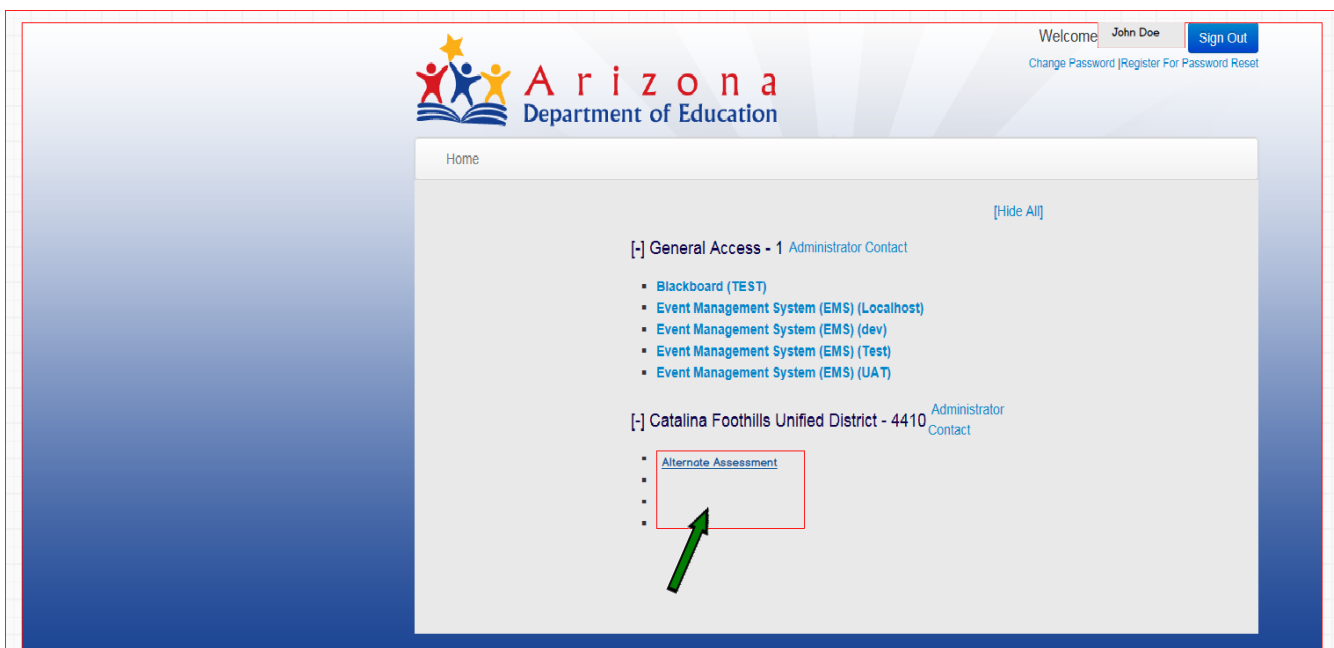
ADEConnect

Test Coordinators and Test Administrators will access the Alternate Assessments Application through ADEConnect. Each district and charter has Entity Administrators. Test Coordinators must request access to Alternate Assessments in ADEConnect from their Entity Administrators. ADE, Alternate Assessment Unit staff will act as secondary approvers for all Test Coordinators.

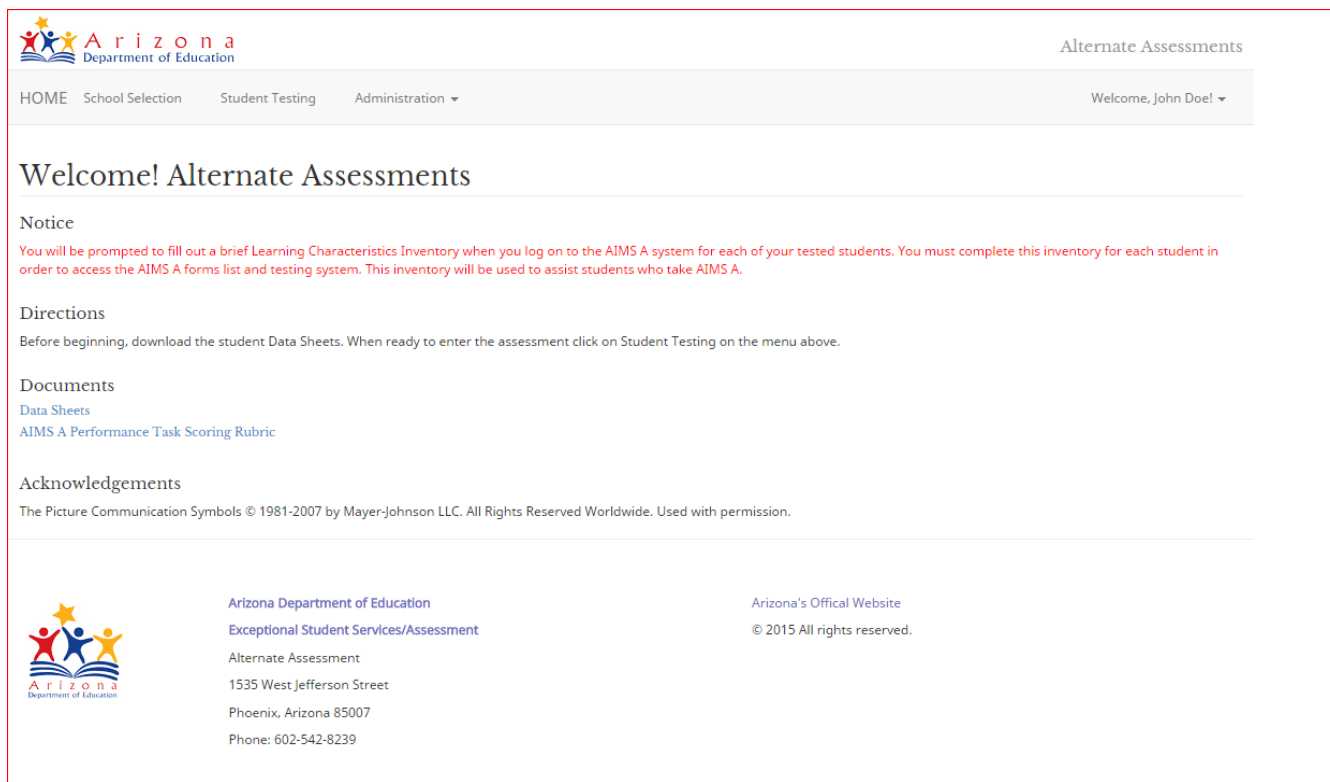
To access ADEConnect, locate the ADEConnect button on the ADE homepage on the far right of the banner. Click on the ADEConnect button and the login page for ADEConnect will open.



After logging into the ADEConnect home page, the next page to display is the access page to the Alternate Assessment. Just as with Common Logon, clicking on Alternate Assessment will open the AIMS A application.



The **Test Coordinator** Home page has three main drop-down menus across the top banner: School Selection, Student Testing, and Administration. These are the same as in Common Logon.



Arizona
Department of Education

Alternate Assessments

HOME School Selection Student Testing Administration ▼

Welcome, John Doe! ▼

Welcome! Alternate Assessments

Notice

You will be prompted to fill out a brief Learning Characteristics Inventory when you log on to the AIMS A system for each of your tested students. You must complete this inventory for each student in order to access the AIMS A forms list and testing system. This inventory will be used to assist students who take AIMS A.

Directions


Before beginning, download the student Data Sheets. When ready to enter the assessment click on Student Testing on the menu above.

Documents

[Data Sheets](#)
[AIMS A Performance Task Scoring Rubric](#)

Acknowledgements

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 Arizona Department of Education
Exceptional Student Services/Assessment
Alternate Assessment
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Phoenix, Arizona 85007
Phone: 602-542-8239

Arizona's Official Website
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Identifying Eligible Students

To identify eligible students, Test Coordinators will select in the Student Selector Application all eligible students who will participate in AIMS A and NCSC Alternate Assessments. The window to select eligible students is January 5–31. During this window, the Test Coordinator will identify all eligible students for AIMS A Science Grades 4, 8, and 10 and NCSC ELA and Math Grades 3-8 and 11. ADE will then extract and import the identified students into the correct test platform. Once this window has closed, students will no longer be entered into the system through the Student Selector Application.

If you miss the January 5-31 window for the Student Selector Application and then have to enter your students manually into the AIMS A Application, you must notify the ADE, Alternate Assessment Unit so that delivery and receipt of the AIMS A performance task materials is not significantly delayed.

When manually entering a student into the AIMS A Application, the Test Coordinator should also verify that the student is entered at the correct school site and with the correct grade level. Test Coordinators will need the following information to enter students: **student SAIS ID, date of birth, and gender.**

If an error message appears, Test Coordinators should contact their district State Student Data Administrator (SAIS) to confirm all student data has been entered and is correct for the student. If all student information is complete and correct and issues persist, please contact the ADE, Alternate Assessment Unit. **No students are exempt from participating in AIMS A Science.**

Training Staff to Administer AIMS A Science

The Test Coordinator must provide training for any staff and Test Administrators administering the AIMS A Science Test on the testing procedures prior to the opening of the testing window. The training should be based on the information provided in the Test Coordinator online training. All employed and contracted staff selected to administer AIMS A Science must also submit a signed *Test Security Agreement Form* (Test Administrator) upon completion of training. The Test Coordinators will keep on file all signed Test Security Agreement forms for a period of six years.

Areas to cover in the TA training:

- log into the AIMS A Science assessment system
- download data sheets
- prepare materials
- administer the performance tasks and multiple choice sections
- input data from the performance tasks
- maintain test security.

Tuitioned-out Students

Test Coordinators from the District of Residence (DOR) are responsible for ensuring that tuitioned-out students have been correctly designated to the District of Attendance (DOA) in the State Student Data System. In addition, the Test Coordinator must inform the ADE, Alternate Assessment Unit of their students tuitioned to another school district (not a private day school). This can be done through email, fax, or phone call.

The DOA will be responsible for identifying the tuitioned student in the Student Selector Application and administering all sections of the AIMS A Science assessment. The ultimate responsibility is with the student's District of Residence; the Alternate Assessment Test Coordinator for the District of Residence is responsible to ensure that all students are tested. The District of Residence will receive the final AIMS A Science reports.

To add a student that is tuitioned to you from another PEA, you must first notify the ADE, Alternate Assessment Unit. Once the tuitioned-out feature has been manually turned on in the AIMS A Application system by the ADE, Alternate Assessment Unit, you will change "enrolled" to "tuitioned" before you click on the "Add Student" in small red font.

The No Response Option Form (formerly known as Multiple Choice Reset) is to be submitted by the Test Coordinator only for those students with physical impairments or disabilities which restrict them from being able to physically make an answer selection on the multiple choice section of the assessment. It also may be used for students who have no response even after the test items have been administered.



The completed form, including the following, must be submitted to the ADE, Alternate Assessment Unit in December or prior to the testing window opening:

- student name
- SAIS ID
- teacher name
- school
- disability category

Once this form has been received, the ADE, Alternate Assessment Unit will activate this feature in the online system and Test Administrators will then have access to this option. Below is a sample of the form. This form can be found online on the ADE, Alternate Assessment webpage.

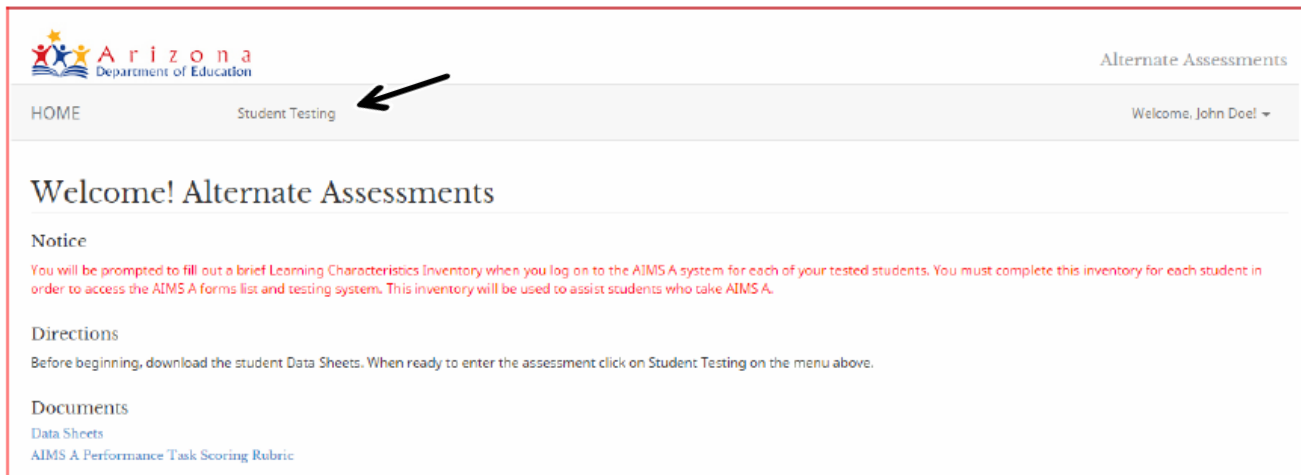
A	B	C	D	E	F
2016 AIMS A No Response Option Form					
District Name	School Name	Teacher's First and Last Name	Student's Name	SAIS Number	Disability Category

Performance Task Test Materials

School districts and charters will receive pre-packaged testing materials for the performance tasks. Testing materials will be provided in classroom sets, not for each individual student. In order to receive materials in a timely manner, it is imperative that school districts and charters identify all of their AIMS A Science eligible students during the January 5-31 window in the Student Selector Application. Failure to have students identified before the testing window opens could result in a delay of receiving testing materials. Testing materials will be sent to the Test Coordinator and they will be responsible for the initial inventory and distribution to schools. At the end of the testing window, all testing materials will be collected by the Test Coordinator, inventoried, and returned to ADE. Test Administrators are still responsible for printing the data sheets for each student. **The data sheets are located on the home page of the Alternate Assessment Application.**

Overseeing Administration of AIMS A Science

The testing window opens February 15, and Test Administrators can then print the data sheets for their students. Test Administrators will access ADEConnect and the AIMS A application the same way as Test Coordinators. On the next page is an image of the home page for **Test Administrators**.



Arizona Department of Education

Alternate Assessments

HOME Student Testing Welcome, John Doe! ▾

Welcome! Alternate Assessments

Notice

You will be prompted to fill out a brief Learning Characteristics Inventory when you log on to the AIMS A system for each of your tested students. You must complete this inventory for each student in order to access the AIMS A forms list and testing system. This inventory will be used to assist students who take AIMS A.

Directions

Before beginning, download the student Data Sheets. When ready to enter the assessment click on Student Testing on the menu above.

Documents

[Data Sheets](#)

[AIMS A Performance Task Scoring Rubric](#)

Test Coordinators are responsible for overseeing that Test Administrators correctly administer the AIMS A Science Test. The guidelines for test administration are in the following paragraphs.

Each Test Administrator will receive a grade level set of performance task testing materials based on the grades taught by each teacher. They will not receive individual testing materials for each student. Test Administrators will not be able to access the assessment until the testing window is open. To begin the actual assessment for each student, the Test Administrator will use the menu option “Student Testing” and select a student for testing.

The Test Administrator will administer both sections of AIMS A Science. If a student becomes fatigued or is unable to complete the assessment, the assessment can be stopped and resumed at a later time within that same school day or thereafter as long as tests are administered during school hours. The tests can be given in any order.

Multiple Choice Section

Once a Test Administrator logs in and selects a student to begin testing for the multiple choice section, a time stamp for that test is documented. It is imperative that the Test Administrator selects “Student Input” for the multiple choice section even if that student is eligible for the No Response Option, and that request had previously been made to the Alternate Assessment Unit by the Alternate Assessment Test Coordinator.

The Test Administrator must administer the test with the student present and during school hours. If the Test Administrator is using the “No Response” option feature, the student must still be asked each test item prompt and the “No Response” still must be entered into the system while the student is present. Test Administrators are not to write down student responses for multiple choice items nor input student responses for multiple choice items at a later date or time. Failure to administer the multiple choice section correctly could result in an invalidation of a student’s test score.

Performance Task Section

Each Test Administrator will receive a grade level set of performance task testing materials based on the grades taught by each teacher. They will not receive individual testing materials for each student. Test Administrators will not be able to access the assessment until the testing window is open.

Test Administrators should be very familiar with the rubric for the performance tasks. There are very specific requirements for cues and prompts at the different levels. Test Administrators must present every question or prompt to the student before indicating a no response to a test question. The rubric is available for download at www.azed.gov/assessment/aims-a/ under the webinars and videos tab.

Accommodations and Adaptations

Students with significant cognitive disabilities (SCD) require intensive instructional supports which are provided through instructional adaptations and strategies.

AIMS A Science incorporates many best practices, instructional adaptations, and strategies into the assessment; however, if there are other instructional adaptations being used routinely for instruction in the educational setting and documented in the student's IEP, those adaptations and strategies can be used to support the student during the administration of the AIMS A Science.

Students identified as having a SCD are dismissed from ELL programs based on the IEP team decisions. This is in accordance with Federal and State mandates and must still be documented in the student's IEP. This documentation drives the educational program and all services for the student and supersedes *Arizona Revised Statutes* and *Arizona Administrative Code*.

The table below provides samples of accommodations and instructional strategies.

Testing Adaptations and Instructional Strategies		
Time/Setting	Presentation	Response
Testing over multiple days	Oral reading by Testing Administrator	Augmentative devices or other Assistive Technology
Extended time	Large print or magnification device	Adaptive calculators
Multiple or frequent breaks	Sign language	Number or alphabet lines
Change in schedule	Tactile graphics	Manipulatives
One on one or small group	Manipulatives	Visual/verbal/physical cues
Noise buffers	Audio amplification devices	

Observations

Assessment monitoring is required to ensure test validity and reliability and also to ensure continuity in subsequent assessment years. IDEA §300.149 requires and ARS §15-755 authorizes monitoring and evaluation activities to determine the effectiveness of programs meeting the

educational needs of children with disabilities. These practices help to ensure that programs are carried out and educational results for children with disabilities improve.

Observations will be conducted by ADE trained external consultants during the testing window. School districts and charters will be randomly selected for observations, and the Test Coordinator notified through official email memorandum. The notification will provide the name of the consultant or ADE staff member that will conduct the observations. Onsite testing monitors will be observing the testing environment for the student being assessed as well as the actual administration of any part of the test.

Testing Incidents

All testing incidents must be entered into the Alternate Assessment Application. Any request for extension of time to complete the assessment (for unique circumstances) must be submitted prior to the testing window closing. Examples of testing incidents with approval granted for a time extension could be any of the following:

- A student is absent for an extended period of time during the testing window (for medical reasons) and returns to school within a few days of the testing window closing.
- A student moves from one district to another within a few days of the testing window closing.
- A delay occurs in SAIS uploads for new students to district.

A response from ADE will be provided through the Incident Reporting Section. Approval to complete AIMS A Science testing beyond the testing window closing date (March 31) is only granted on a case-by-case basis.

A testing incident report must also be completed for any multiple choice tests identified as being administered before or after normal school hours. Test Coordinators will be notified to complete an incident report. Students who are homebound may be assessed after hours; however, documentation is required.

If a student moved or withdrew from your school district, you will need to submit an incident report and then delete the student from the Alternate Assessments Application (AIMS A Science) through ADEConnect. Deleting a student can only be done by the Test Coordinators.

Procedures to delete a student:

- Enter into the Alternate Assessment Application through ADEConnect-AIMS A Science
- Select School
- Click on Student Data
- Click on SAIS ID
- Scroll to the bottom of the page
- Click Delete
- Click rationale
- Submit

Final Verification and Data Submission

Test Coordinators will complete the Final Data Verification during the April 1-15 window. At this time, the Test Coordinator will verify all testing has been completed and will assign tuitioned-out students to a school. Test Administrators will no longer have access to the AIMS A Science application. No tests should be administered or completed during this final verification window unless prior approval for an extension has been granted by the ADE, Alternate Assessment Unit.

If a Test Coordinator fails to submit the Final Verification and Data Submission by the closing date (April 15), your Final Verification and Data Submission will be submitted automatically with all data submitted as is.

1% Cap Appeal

School districts and charters will be notified from the ADE, Alternate Assessment Unit if the number of students who are proficient exceeds the one percent cap for the total tested population. Test Coordinators must make their appeals through the ADEConnect, Exception to the 1% Cap Application. The district or charter must fit into one of three categories for the appeal:

- Small school size- if the total tested population is so small that 1% is not even a full student.
- Unique population- if the school population is predominantly students with ranges of intellectual disabilities.
- Other- if neither of the first two fit the needs of the district or charter. This is the most likely option for school districts and charters who have misidentified or over identified students and will have to provide additional information to ADE.

When a school district or charter is making an appeal for the 1% cap and have been notified that further information for students is required, the flagged students will automatically populate once logged into the appeal system. The information below must be entered for each student:

- date of last MET
- IQ scores
- achievement scale scores
- adaptive behavior rating scale scores

If a district or charter is identified as exceeding the 1% cap for two consecutive years, the district or charters must, in addition to the documentation above, submit present levels of academic achievement and functional performance (PLAAFP) into the application and may be asked to participate in a specialized training for district and special education personnel. If a district or charter is found to have exceeded the 1% cap for three consecutive years, the district or charters must, in addition to the documentation above, submit each identified student's current IEP with any addendums into the application and may be asked to participate in a specialized training for district and special education personnel. The appeals window is very short and the 1% cap appeal must be completed during this time. ADE, Alternate Assessment Unit will work directly with a Test Coordinator whose

district or charter has been identified as *exceeding* the 1% cap.

AIMS A Science Test Report Distribution

School districts and charters will be sent hard copies of the following reports:

- District Demographic Report
- Confidential Roster Report (District Report by Teacher)
- Confidential School Report (District Report by School)
- (2) Student Summary Reports

These reports will be distributed early June and sent to the Alternate Assessment Test Coordinators. Please be aware of the shipment of these reports; someone must be present at the time of delivery to sign for the package.

AIMS A Science Alternate Assessment

Students with a significant cognitive disability (SCD) will be administered AIMS A Science in Spring 2016. The assessment continues to be aligned with the current Arizona Alternate Academic Standards for science. Until new science standards are adopted, the AIMS A Science will be administered beyond the spring 2016 testing.

Test Security

AIMS A Science is a valid and reliable test. It is to be treated as securely as the general assessment (AIMS Science) in every way. Under no circumstances is this test to be used in any way other than as a summative assessment during the approved time frame.

It is unethical and shall be viewed as a violation of test security for any person to:

- Disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration.
- Discuss any AIMS A Science test item before, during, or after test administration.
- Use any AIMS A Science materials for instruction before or after test administration.
- Allow students access to test questions prior to test administration.
- Allow students to share information during test administration.
- Write down a student's response on the multiple choice section of the test.
- Report students' answer choices based on previous experience outside the testing window.
- Photocopy, transcribe, or duplicate any part of the AIMS A Science for anything other than test administration.
- Fail to store all test material in a secure area before, during, or after test administration including all data sheets.
- Encourage, aid, counsel, assist, and/or participate in any test violations.
- Fail to report any test violations.

If for any reason a testing incident occurs which involves the security of the AIMS A Science assessment, the Alternate Assessment Test Coordinator must alert the Alternate Assessment Unit and file an Incident Report in the AIMS A Science Common Logon application.

Instances that would qualify as testing security incidents can include, but are not limited to, the following:

- test administration outside of school hours
- record students' responses when students are not present
- test students as a group
- release of testing materials
- loss of testing materials
- use of testing materials and items in instruction

In addition to the signature of the district superintendent or charter representative, all Alternate Assessment Test Coordinators will read and sign their Test Security Agreement form and email it to the Alternate Assessment Unit through email, AssessingSWDs@azed.gov or fax, 602.542.5467.

The Test Security Agreement form for Alternate Assessment Test Coordinators is updated yearly. It can be found on the next page and on the Alternate Assessment webpage under the Forms and Manuals tab.

**Arizona's Alternate Assessments: AIMS A Science and NCSC ELA and Mathematics
2016 Test Security Agreement (District Test Coordinators)**

As Superintendent/Charter Representative or District Alternate Assessment Test Coordinator, I acknowledge that AIMS A Science and NCSC ELA and Mathematics are secure tests and agree to the following conditions of use to ensure the security of the tests.

1. I shall take necessary precautions to safeguard all test materials.
 - a. I shall sign an Arizona Alternate Assessments Test Security Agreement.
 - b. Access to test materials including the online multiple choice section is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district director or assigned designee, superintendent, or charter representative.
 - c. If test materials including student data sheets are distributed to me, I shall keep them under lock and key **except during actual test times**.
 - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
 - e. I shall not examine, read, or review the AIMS A Science test nor NCSC ELA and Mathematics tests.
 - i. I shall not disclose, nor allow to be disclosed, the content of the tests.
 - ii. I shall not discuss any test item at any time.
 - iii. I shall not examine, read, or review any student responses.
 - iv. I shall not report any students' answer choices based on previous experience outside the testing window.
 - f. I shall not use any test materials for instruction before or after test administration.
 - g. If test materials are distributed to me, I shall return all AIMS A test materials including student data sheets and/or NCSC secure testing materials including *Directions for Test Administration* to the district alternate assessment test coordinator immediately upon the completion of testing.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will distribute AIMS A Science and NCSC ELA and Mathematics tests to test administrators for 2016 must also agree to the following conditions to ensure the correct distribution of the tests.

3. I shall participate in training activities prior to distributing the tests to test administrators.
4. I shall review the *AIMS A Science 2016 Test Coordinator Manual* as well as, test coordinator guidelines for NCSC ELA and Mathematics tests prior to the administration of the tests.
5. I shall follow all instructions in the *AIMS A Science 2016 Test Coordinator Manual* as well as, test coordinator guidelines for NCSC ELS and Mathematics.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the 2016 AIMS A Science test and NCSC ELA and Mathematics tests will also sign a Test Security Agreement.

Superintendent/Charter Representative Signature: _____

Printed Name: _____ Title: _____

District/Charter Alternate Assessment Test Coordinator Signature: _____

Printed Name: _____

Title: _____ District: _____ Entity Number _____

Fax: 602-542-5467 or email: AssessingSWDs@azed.gov

AIMS A Science Test Coordinator's Checklist

- ☐ Submit Assessment Test Coordinator Information Change Form
- ☐ Submit Alternate Assessment Test Coordinator 2016 Test Security Agreement Form
- ☐ Complete Mandatory Online Training
- ☐ Submit No Response Option Form for eligible students
- ☐ Train any staff that will be administering AIMS A Science
- ☐ Collect signed Test Security Agreement forms from staff members
- ☐ Identify all eligible students for Alternate Assessment to the Student Selector Application
- ☐ Notify ADE if students are tuitioned-out to another school district
- ☐ Ensure AIMS A Science eligible students have been tested including tuitioned-out students
- ☐ Complete any necessary incident reports to ADE
- ☐ Assign students to appropriate school including tuitioned-out students
- ☐ Complete Final Verification and Data Submission Process
- ☐ If notified make necessary 1% Cap Appeals
- ☐ Receive and distribute District Student Score Reports

Alternate Assessment Unit Contacts

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